



2013 DC CAS Frequently Asked Questions

Federal Requirements

State testing is required by federal laws and fulfills the requirements of the federal *Elementary and Secondary Education Act*, passed in 1965. ESEA requires annual assessments in reading and mathematics for students in grades 3-8 and high school. Students must also be tested annually in science in an elementary, middle and a high school grade. This requirement is fulfilled in the District of Columbia by administering a science assessment in grades 5, 8 and high school biology. Additionally, the District of Columbia administers a health assessment in grades 5, 8 and high school.

Subjects Covered

The subjects covered in the DC CAS are based on the District's learning standards found at <http://osse.dc.gov/service/dc-educational-standards>. Students are tested in the following subjects:

- **Reading:** Grades 2-8, and 9-10 (2nd and 9th grade reported internally only)
- **Composition:** Grades 4, 7 and 10
- **Mathematics:** Grades 3-8 and high school
- **Science:** Grades 5, 8, and high school (biology)
- **Health:** Grades 5, 8, and high school

Performance Levels

A student's performance on the DC CAS is reported using "scaled scores." These scores are three-digit numbers that are used to place the student's assessment results into one of four levels:

- **Advanced** (exceeding state standard)
- **Proficient** (meeting state standard)
- **Basic** (not meeting state standard)
- **Below Basic** (not meeting state standard)

Annual Measureable Objective (AMO) Calculations for Accountability

All full academic year students in grades 3-8 and 10 (excluding 9th grade optional testers) must take the DC CAS. Student level scores in reading and mathematics will be aggregated and counted for progress toward AMOs. Student status is determined by credits according to the District of Columbia Municipal Regulations (DCMRs).

These are the Full Academic Year factors for students to count for AMO:

1. Student is enrolled on October 5.
2. Student is enrolled on first day of testing.
3. Student is enrolled for at least 85% of the days between October 5th and April 22nd.



Frequently Asked Questions (Alphabetized by Topic)

Accommodations

Students may not receive accommodations that are not in their **most recent** IEP, nor can they receive an accommodation that is not on the approved accommodations list. However, LEAs can submit a nonstandard accommodations request for approval to OSSE. The “other” choice should be bubbled with the accommodation written next to the “other” choice. No other manipulative or aides may be used beyond the highlighters and sticky notes discussed here (i.e. no cover overlay for reading). The accommodations page should be completed after testing to capture only those accommodations a student actually received during testing. The complete manual, as well as a memo clarifying the Translation Accommodation can be found on the OSSE website. [Test Accommodations Manual](#)

- A student with an IEP or 504-plan may be receiving an accommodation during instruction and on classroom and district assessments which is not available as a standard accommodation for statewide assessments. This type of accommodation is considered a nonstandard accommodation.
- The request must be considered and approved by the Office of the State Superintendent of Education (OSSE) **prior** to use on statewide assessments. Standard accommodations on the state assessments should be considered prior to requesting a nonstandard accommodation.
- Any nonstandard accommodation request that invalidates the assessment will not be approved.
- **Nonstandard Accommodations request** must be submitted by **March 22nd** to Michelle Blakey-Tuggle, michelle.blakey-tuggle@dc.gov

Alternative Settings Testing

All public school students receiving temporary instruction at a program (or alternative school) other than the schools to which they are regularly enrolled, as provided by the LEA, are to be assessed at one of the following locations: 1) the schools in which the students are enrolled, 2) their home, or 3) an alternate testing site approved by the LEA assessment coordinator. For students tested at home or other alternate testing sites, the coordinator will directly communicate with the test coordinator or principal of the local school to make arrangements for pick up and return of test materials. These materials must be signed in by the test chairperson each day upon receipt and return to the school. Test administrators and Proctors will also sign the NDA security forms.

Answer Booklets and Additional Information

The student's name, teacher's name, and the name of the school should be printed on the back of the answer booklet for **ALL students!**



Blank Pages

Test Administrators should read the errata notice before administering the test regarding extra blank pages. Please advise students, at the beginning of the reading sessions of the DC CAS that if they encounter blank pages, continue testing until they reach a stop sign. On the Grade 6 Reading assessment (page 20), the stop sign at the bottom of the page should **not** be there. Please refer to **Important Notice 1** of the errata.

Calculators

For grades 7, 8, and 10, only four-function and scientific calculators can be used for **session 1** of the mathematics assessment, unless the student has this accommodation noted in the student's most recent IEP. Programmable calculators may be used only if they are set (reset or cleared) to the original factory settings.

More information about the use of calculators for the special education population can be found in the Test Accommodations Manual located in the DC CAS ALT Assessments section of the OSSE website at <http://osse.dc.gov/service/accommodations>

Cell Phones and Other Electronic Devices

The following devices may not be used under any circumstance: laptop or portable/handheld computer; calculator that has QWERTY keypad that uses an electrical outlet, makes noise, or has a paper tape; electronic writing pad or pen-input/stylus driven device; pocket organizer; talking calculator and cell phone calculator. If one of the previous devices is the only device the student can access, special request must be made to OSSE through use of the *Request for a Nonstandard Accommodation*. There is no guarantee this will be approved.

Testing students and school personnel (involved with testing activities) are not allowed to use a cell phone or to have a cell phone in their possession while they are taking (or administering) the test. Principals, test chairpersons, test administrators and proctors should take reasonable steps to ensure that students and adults do not have cell phones or any other electronic devices during testing. If a cell phone or other electronic device is discovered, it should be taken from the student during testing and returned to the student after testing or in accordance with the school/LEAs protocol.

Contaminated Materials

Contaminated materials and answer booklets should not be returned to CTB (the test publishing company). Materials that are considered contaminated and cannot be scanned include: (1) student health issue that affects the test book or answer booklet itself (blood, fluids, etc.), or (2) contact with potentially hazardous materials.

Contaminated test books or answer booklets must be transcribed into clean test books and/or answer booklets under the supervision of the test chairperson. After transcribing, the contaminated booklets must be destroyed at the test site. Please refer to page 8 of the Test Chairperson's Manual for steps for destroying contaminated test materials.



Dictionaries

Dictionaries are **not** allowed for any part of the DC CAS. The only exception is for English Language Learners during the science, health and mathematics tests. English Language Learners are not allowed to use dictionaries for reading or composition. Please refer to the Testing Accommodations Manual for more details.

Disruptive Students

Under certain circumstances in which students are disruptive **during** testing, or under duress, principals and test chairpersons (as the principal designee) have the flexibility to relocate students as long as all requirements for testing conditions and staffing are met. Please be advised that testing in ability groups or smaller group sizes may result in a possible flag for irregularities.

English Language Learners

ALL students, including English Language Learners (ELLs), must participate in the DC CAS except: ELLs (levels 1-4) first enrolled in U.S. schools within 12 months from the first day of the previous year's test window are NOT required to participate in reading or writing DC CAS. All ELLs at English language proficiency (ELP) levels 1-4 are eligible for accommodations.

Enrollment / Material Discrepancies

The Test Chairperson's Kit will be sent to your LEA/school by CTB (test publishing company). The student pre-coded roster will be provided to confirm your student enrollment. If your current enrollment data does not correspond with your pre-coded roster, please use the Short/Add form to immediately communicate the discrepancies. Test materials may be adjusted from April 17th -30th. The Short/Add form is available on the following website: www.ctb.com/dc-cas

For non-public schools, the Test Chairperson's Kit will be sent to you in the same manner. However, if your school no longer provides educational services to District of Columbia students, even though a pre-coded student roster was sent to you by CTB, you must communicate this discrepancy immediately. Please contact CTB and obtain instructions for returning any secured items. Exception forms should be submitted using the same website: www.ctb.com/dc-cas

Ethics

The most important aspect of state-wide standardized test administration is to ensure that the test score best represents what a student knows and is able to do. For this reason, ethical testing practices, including pre-test activities and instruction, are paramount in making inferences about student ability and instructional quality. Therefore, if students are coached or taught only the content specific to a certain test, their test scores may not be valid indicators of their level of mastery for a specific content area. **Discussing, reviewing, sharing or copying non-released test items is prohibited.**



Formula Page/ Math Reference Card

A 10th Grade Mathematics Reference Sheet (Code 48553) is included as a perforated page in each math test booklet for student use. The card is also available to view and download on the OSSE website at: <http://osse.dc.gov/service/dc-cas>

Grade Level Repeat and Promotions

If the student repeated a grade this year and sat for that grade level DC CAS test last year, the student should take the DC CAS again this year; provided that the grade level for the student in the student longitudinal database indicates that the child is enrolled in a tested grade.

Also, if a student skipped a non-tested grade year and is presently enrolled in a tested grade, the student should take the test for the grade level enrolled at the time of testing.

Highlighters

Highlighters can be used by all students **except in the 2nd and 3rd grade**. The 2nd and 3rd grade test booklets are scannable documents, and the highlighter marks could interfere with scoring. Students in grades 2 and 3 can mark or make notes in the passage area of their test booklets. Marks should **not** be made near the bubble area. On the scannable documents only #2 pencils may be used.

Home-Bound or Hospital-Tutored Students

Home-bound students are expected to participate in the DC CAS. Students who are enrolled in a public school but receive instruction in the home or hospitals due to a medical condition or other circumstance are also expected to participate in the DC CAS. This includes students who are home-bound; receive home visits and/or hospital tutored. When circumstances make it impossible to test the student at the school, the principal must contact OSSE to determine how the student will participate in the DC CAS.

Home-Schooled Students

Participation on the DC CAS is **voluntary** for home-schooled students. OSSE does not require or mandate that these students participate in the DC CAS.

Incarcerated Students

Students who have been incarcerated are required to take the DC CAS. All eligible public school students who attend alternative, residential correctional, and/or juvenile detention facilities are required to participate in the statewide assessment program. These students are assessed at the location where they receive instruction. Their assessment scores are used in determining progress toward AMOs for the LEAs in which they are currently or most recently enrolled and the facility where they receive instruction.

Students whose education is the responsibility of the Department of Youth and Rehabilitations Services (formerly Oak Hill Academy, now called the New Beginnings Youth Development Center), are attributed to the state for purposes of accountability. Students at Department of Youth Rehabilitation Services (DYRS) who are placed in residential treatment facilities, psychiatric residential treatment facilities, and out of state group homes are attributed to LEA for accountability purposes. Please refer to the



District of Columbia Consolidated State Application Accountability Workbook Plan submitted to the U.S. Department of Education, February 2, 2010, Revised March 17, 2010, page 6.

Make-up

Make-up sessions are only for students who were absent the day of the test, and/or absent for a complete session. It is not permissible for students who have already started a session (but did not complete it) to finish the session during make-up. For this reason, it is advisable to create a break-out room (same day) solely for students who need extended time.

Material Delivery and Pick Up

Prior to testing, secured materials will be delivered to schools by the courier company, ADS. Prior to delivery, ADS will call and/or email each school with a delivery date and confirm the 'ship to' address. Testing materials will be delivered by ADS to the schools between **April 17th-19th**.

After testing, materials will be picked up from the schools by ADS on May 2nd and May 3rd. ADS will make two attempts (by phone or email) to schedule for pick-up. If there is no answer on the second attempt, an automatic pick up date will be assigned and an email notification will be sent out to the designated contact. Schools may elect to contact ADS directly at **800-840-9965** or CTB Customer Services line at **800-994-8579**.

For out-of-area and out-of-state non-public schools, the shipping company, UPS will deliver testing materials to the schools. A different company, Federal Express will pick up testing materials at the conclusion of testing. Non-public and out-of-area schools are instructed to call Federal Express to schedule a pick up day and time. Federal Express (phone 800-463-3339) should be called at least 24 hours before the expected pick up. The prepaid air bills for non-public schools will be provided within the shipment of testing materials. Please do not discard these prepaid labels so that they can be affixed to the boxes upon return.

Medical Exemptions

The tests of students who become sick during a test session and are unable to complete the session will be invalidated due to medical exemptions (if a student becomes ill during the content-area section and is not able to complete the test). A medical exemption form with an accompanying physician's signature must be submitted to OSSE. The form can be found here: [Medical Exemption Form](#)

Missing Materials Investigation

If a test booklet is not returned to CTB, OSSE will request the LEA/school to conduct an internal investigation on the missing materials. The school security checklist must be submitted as requested. Further, OSSE may forward to a third party firm, the name of any testing site that fails to return five or more reading and/or mathematics testing booklets.



Multiple Grade Level Same Year Testing

Schools are instructed to administer the appropriate grade level tests in accordance with the grade level in which the student is presently enrolled (verifiable by the student longitudinal database). For instance, a student should not be tested for the DC CAS 9th grade Reading test and the DC CAS 10th grade Reading test in the same academic year testing window. To do so may be cause for an independent review of school-wide testing practices.

Non-public Testing

LEA Assessment Coordinators must ensure that 100% of students with disabilities enrolled in the tested grades are tested. The LEA must confirm that each LEA affiliated site (to include non-publics in and out-of-state) has received test materials, inventoried, secured and stored items, administered the standardized test, and shipped the test materials (scorable and non-scorable) to the testing company. Additionally, LEA Assessment Coordinators must confirm that all personnel involved with testing have signed a Non-Disclosure Agreement. Please refer to Appendix B in the State Test Security Guidelines for a copy of the agreement. They must also conduct Test Chairperson and/or Test Coordinator training. In the event that the LEA affiliated non-public site is located out-of-state, the LEA must certify that LEA-approved training materials, webinars, and PowerPoint slides have been provided and that training has taken place.

OSSE Monitoring

The administration of the DC CAS may be observed by monitors from OSSE to ensure compliance per the *District of Columbia State Test Security Guidelines*. This can involve observations of the following processes:

- Test administration (i.e. reading test directions verbatim)
- Test environment (i.e. seating arrangement, removal of curriculum material from walls)
- On-site supervision of the handling of secure and non-secure test materials
- Inventory/distribution of secure and non-secure materials
- Collection of scorable documents
- Test packaging and shipment of secure and non-secure materials

Packing

A GIS form must be completed for each **person administering** the DC CAS to student(s). It should be placed on top of the appropriate scorable answer documents, and put in an envelope. Each envelope should be placed in the box with one on top of the other. Do not stand the envelopes up on end. The **Test Administrator** on the GIS is the name that will appear on the reports distributed to the schools.

Pre-coded labels

Place a pre-coded label on the front of the test booklet in the indicated area. This will help teachers to track documents. If the student does not have a pre-coded label, write the student's name on the front cover and provide the necessary biometric data. If the



pre-coded student demographic information is incorrect, affix two blank labels atop the incorrect label and bubble the student grid.

Principal (School-based Leader) Role

The principal (school-based leader) has the ultimate responsibility for its school in ensuring that the test administration at his/her school is of utmost fidelity. For a complete listing of the principal's responsibilities, please refer to page 7 of the State Test Security Guidelines. Some major duties include: attending a state, LEA or school-test administration training session prior to the test administration; ensuring that all individuals involved in state testing have read, sign and returned the Non-Disclosure Agreement; reiterating that staff are not allowed to erase stray marks on behalf of students; notifying parents and students about the testing window; implementing and supervising the testing plan with fidelity; and immediately reporting test violations.

Quiet Time During Testing

After testing, students are allowed to quietly read a pre-screened book, do a color sheet, draw, or engage in a non-tested content activity. For example, during a math test the student can do a word search or crossword puzzle, but these activities are not allowed during a reading test. Conversely, a student may work on a number puzzle during the reading test but may not be allowed to do so during the math test. The student can engage in these activities only after the test booklet and answer document have been collected by the test administrator.

Read Aloud Accommodations

Reading out loud the reading section of the DC CAS is NEVER allowed whether through a screen reader, interpreter or orally. Some students will require the test questions (stem and answer choice) read to them in order to assess what they know about the content rather than assessing reading skills. This may include the interpretation (sign language) of the test questions. The accommodation will be administered by the test examiner reading aloud, an interpreter using sign language, or through screen reader software devices. The Read Aloud accommodation is only allowed in mathematics, science, composition, and health.

Please note: If this accommodation is accidentally given during the reading or composition sections of the assessment, the student's score will be **invalidated**. An invalidation of a section of a content area invalidates the entire content area. As such, the affected student's test will be excluded from the performance results. The student will not count for participation (for that content area) and will be excluded from both the numerator and denominator for proficiency calculations.

Refusal to Test

All students are required to test. If the student is granted a medical exemption or if the student has been in the United States for less than a year, then the student is exempt from the reading and composition tests. All other students are required by federal law to take the DC CAS.

Restroom Usage

Students will be encouraged to use restroom facilities, get drinks, etc., before starting to take the test. If students must leave the room during the testing, they will be instructed to place their answer sheets in their booklets and close these booklets before leaving their



seats and/or submit them to the test administrator. These students will be escorted to the restroom by a designated adult.

Retake Bubble

The retake bubble on the front of the test booklet must be filled in if the student is a retake (i.e. repeating a grade, or subject).

School-Based training

Prior to the first day of any standardized testing, all staff involved in test administration will be required to participate in an in-service led by the testing coordinator, designed to train test administrators, proctors and others in administration procedures. Attendance must be taken.

The in-service will stress the maintenance of test security during test administration. Security issues addressed will include handling materials in a secure manner, providing directions to students, responding to students' questions and monitoring the test setting.

School Security Checklists (Materials Control Form)

The Security Checklists (Materials Control Form) for Grades 2 – 10 test books will be provided in a separate mailing and will be available electronically March 18th. Upon receipt of your security checklists, please verify that all packaged materials received match the materials on the checklist.

School Test Monitoring

Principal and other school leaders will conduct monitoring while the test is being given. These building administrators and other designated individuals will move between classrooms to help monitor administration and to provide assistance as needed.

School-Wide Emergency

In the event that there is a school-wide emergency in which students are evacuated from the building, follow the LEA/school protocol. School procedures during testing may include the following: (1) secure the tests, (2) take the student roster, (3) supervise students while escorting and waiting in the pre-assigned staging area (4) take student roster again upon building re-entry, (5) return students to their assigned seats, and (6) resume testing. Please fill out an Incident Report and submit to the LEA Assessment Coordinator and OSSE.

Scrap paper

All scrap paper must be returned in the non-scorable box. Only plain, lined or unlined, scrap paper may be used in any session. **Graph paper, grid paper, or recycled paper with content on either side is not allowed.** Please write the student's first and last name, and grade on the top of all scrap paper and sticky notes used.



Seating Charts

A seating chart indicating the seating arrangement for all students by testing group and an identification of the test proctor and administrator is a new requirement this year. Please maintain the information with your school's security files. A copy of the chart may be found at the following link: <http://osse.dc.gov/publication/2013-dc-cas-tools>

Security Exceptions Survey

The Security Exceptions Survey should be used to report all secure test materials that are NOT being returned to CTB (i.e., contaminated, damaged or lost), or that were inadvertently returned outside the secure process described in the Test Chairperson's Manual (TCM). The link to this survey is provided on page 7 of the TCM.

Security File Storage

The Test Chairperson and school building leaders must maintain test integrity and test administration documents on file for five years.

Security Incidents and Proper Reporting

There are three ways to report a test security incident:

- report the incident to the principal or test chairperson who will then report to OSSE
- report directly to OSSE
- **or** use the anonymous tip line

Any incident should be reported to OSSE 24 hours after the incident occurs.

The guidelines and procedures to report an incident can be found via the following link: <http://osse.dc.gov/publication/district-columbia-state-test-security-guidelines>

Security Seals

A security seal has been placed on the outside of the secure test booklet. Only the student to whom the booklet is assigned is allowed to break this seal. If a booklet is needed for the mathematics or science read aloud accommodation, the teacher should write their name and the use of the test booklet (why they needed to use it for a purpose other than student assessment) on the test security sheet, as well as on the outside of the test booklet. OSSE, with the help of CTB, will monitor **all** test booklets with broken seals that are not assigned to students. If a student needs a scribe, an additional book is **not** needed. If there is a Broken Seal, please complete the Broken Seal form and submit to OSSE. The link to broken seal form can be found here: [Broken Seal Form](#)

Secure Storage Areas

All assessment materials are required to be kept in locked storage when not in use. LEAs and school administration must ensure that access to the secure storage area is limited to one or two personnel, preferably the Test Chairperson, during the entire testing process. It is recommended that a single key be available for the locked area. LEA assessment coordinators should confirm that all public and non-public schools are meeting these storage requirements.



Sticky Note/Post-Its

Students may affix sticky notes to their test booklets. However, the student (**and only the student**) must be the person who removes these notes from the test booklet. All sticky notes **must be removed from the test booklet/materials** at the end of the testing session, and returned with the non-scorable materials.

Stop Signs

Stop sign images have been included in the 2013 DC CAS, to help prevent students from moving from session to session without directed permission to do so. The *stop sign* for the 2nd and 3rd grade booklets have been enlarged, and in grades 4-10, there is a *stop sign* banner across the bottom of the test booklet. In grade 6, please note there are extra stop signs that are addressed in the errata notice. Please read the notice thoroughly before administering the 6th grade assessment.

Storage of Secured Materials

The DC CAS tests are to be administered over a series of days. Therefore, test booklets and answer sheets will be collected each day immediately following testing, counted by the test administrator, and re-counted by the test chairperson before being kept in a locked storage.

Student Escort/Monitor Role

A **Student escort and/or hallway monitors** may be non-employees, such as parents, who have been trained on state test procedures and work under the direction of the test chairpersons/school leaders. All monitors must have been thoroughly screened by the school or LEA consistent with the LEA policy related to school volunteers (e.g., background checks) and may not be used in their child's classroom.

Student Injuries

A student with a broken bone or fracture in his/her writing hand or arm (or similar injury) at the time of testing is considered to have a "documented disability." Therefore, the development of a 504 plan must be initiated if the student requires temporary accommodations (e.g., use a scribe, a word processor, take the test individually). The accommodation(s) provided and the temporary "504 plan" circle on the student's answer booklet must be completed, and a non-standard accommodation form must be submitted.

Student Preparation

Students have a better chance to show what they know and what they are able to do when they come to class regularly, take class notes, do their schoolwork, make-up missed assignments, and participate in class activities and informal assessments that serve to identify areas of improvement and to determine mastery.

It is also important for educators to use curricula that emphasize the District of Columbia learning standards and to regularly ask students to think, communicate and solve problems, and seek help when necessary.



Tardy Students

If a group of students arrive after test administrators have finished reading the script in the *Test Directions Manual* to their respective classes, those tardy students should be tested in a 'Late Arrival' room (with a later start and end test session time). If students arrive after the start of the 'Late Arrival' testing session has already begun, tardy students should be scheduled to take the test during a 'Make-up' test session.

Test Administrator and Proctor

OSSE recommends that more than one person per class administer the DC CAS. For each class, it is suggested, though not mandated, that one person is trained as the test administrator and one as the test proctor. This allows for the administrator to read the standardized test directions while the proctor supervises and manages classroom behaviors and assists with the distribution of test materials.

New this year per the recommendation of the Director of Assessment and Accountability, two trained adults must be in the classroom for schools that have been investigated during the previous year for alleged violations or irregularities. This change in policy is designed to assist and support identified schools with the administration of the tests.

To avoid the appearance of a conflict of interest and to protect relatives or wards from allegations of impropriety, test administrators and proctors may not be assigned to proctor, administer, or volunteer with any test grouping class in which they are related to any testing student. Relatives or wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under their guardianship. Relatives may assist with other test groups, hall monitoring, and the escorting of non-related students, etc.

Test Administrator Role

A Test Administrator is a certified professional employee of the District of Columbia Public School or Public Charter School (e.g., teacher, guidance counselor, school administrator, librarian, or other District or school employee).

Test Calendar/Window

All testing calendars must be approved by OSSE. All testing, including make-up sessions, should be completed during the test window, April 22- May 2.

Students may not be tested before the prescribed testing window and dates. Students who are absent may make up the test(s) during the testing window according to instruction in the State Security Guidelines.

Test Directions

Test Administrators are instructed to read the test directions verbatim. If a student asks for assistance, you are not allowed to repeat the test directions again. A suggested response would be, "I am not allowed to answer that question, please continue to do your best."



Test Environments

Classrooms should be prepared for the most optimal testing environment. OSSE recommends that students are positioned with seats facing the same direction. Teachers must assist Test Administrators in covering or removing **ALL test-taking strategies (blank or filled-in)**, content related posters, graphics, copies of student work, or other materials in the testing room. Use professional judgment regarding the covering of curriculum materials, content and student work displayed in hallways or other public areas.

Test Proctor Role

A **Test Proctor** is a professional or paraprofessional who has been trained on state test procedures and works under the direction of the test administrator. A Test proctor supervises and manages classroom behaviors and assists with the distribution of test materials.

Test Site Observation

Test Observation forms have been provided to aid LEA/schools with the development of a testing plan and as a resource to guide appropriate testing environments. LEAs/schools are encouraged to use this form or adapt it for their specific internal monitoring purposes. If you wish to review the OSSE monitor's expectations, a copy of the form is located in the *Test Chairperson's Manual, Appendix A*.

Test Times

Although the DC CAS is an untimed test, the Test Chairperson's Manual on page 5 gives the recommended time for each test session. If a student or group of students have not finished within the allotted time period, it is **not** necessary for the entire class to sit during an extended period. It is better to give the student a few more minutes in class to finish, and if additional time is required, move the student or groups of students to an 'extended time' room to complete the test session. Please refer to the LEA/school testing plan for additional information.

Transcribing

Transcribe responses (when necessary) only under the supervision of the Test Chairperson. Once transcribed both the test chairperson and transcriber must sign and date the booklet that contained the transcribed answers.

Unusable Books

If a book/answer sheet cannot be used (i.e. the student destroys the book or a student is ill on the book/answer sheet), the book should be shredded or destroyed and reported to CTB on the exception form. Please transcribe (under the supervision of the test chairperson), the original information to a new answer sheet before destroying.

REV 4., March 2013:

- 1) *Updated Test Administrator and Proctor*
- 2) *Updated Test Environment*